



CLARK COUNTY DEPARTMENT of BUILDING & FIRE PREVENTION

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Division:	Building Division – Plans Exam	Policy & Procedure	BD-PP-054
Subject:	ASSISTANCE for CORRECTION NOTICES AND NOTICES OF VIOLATION RESOLUTION	Effective Date:	05/01/2007
Code:	N/A	Revised Date:	05/26/2015

A. POLICY

All Building Plans Examination staff have the responsibility to provide assistance to contractors, designers and inspection staff in order to accurately review and resolve Correction Notices or Notices of Violation, which have been issued by the Building Inspection staff.

B. PROCEDURE

1. When Building Inspection Staff issues a Correction Notice or a Notice of Violation, the specific code issue and discrepancy must be identified in the body of the Notice and shall contain the specific reference to the governing code section(s).
2. Only general code requirements may be disputed, as these types of code requirements are sometimes subject to interpretation.
3. Prescriptive code requirements may not be disputed nor resolved by Plans Examination staff members. Required corrections and resolution will be completed through the regular inspection process.
4. If the design professional, contractor or owner/builder disputes the written Notice issued, they must submit the correction notice review as a "Revision"; this requires (2) copies of the "Revision Submittal Worksheet", (3) copies of the Notice, and (2) sets of any other plans/construction documents to be submitted to the Plans Examination Counter.
5. This Correction Notice Review shall be processed the same as any other revision, except the revision comment "REV" in the NaviLine Miscellaneous Screen must state "Review of Correction Notice # XXXXXXXX".
6. The assigned plans examiner or supervisor shall research the relevant, previously approved construction documents in Records (Kovis), to determine if all relevant minimum code requirements are clearly indicated on the drawings and that the code requirements have been met.
7. The assigned plans examiner or supervisor may also have to research all published code interpretation(s), code commentaries, code hand books, and any other relevant and published documents to verify code intent, proper code interpretation, and proper code application has been applied to the project.

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8. If the results of the research and re-examination of the approved construction documents confirms all minimum code requirements have been met, then each of the documents and Notices must be stamped "Reviewed and Accepted", indicate the PAC # and Revision #, and the plans examiner must state, in the "Resolution" section of the Notice, "The minimum code requirements have been satisfied, no further corrective action is necessary" and must sign and date all copies of the Notice.
9. The Plans Examiner shall also stamp one (1) set of each of the documents as the "Records Set"; one (1) set of each of the documents as the "Permit Set"; and one (1) copy of the Notice shall be sent to the Building Inspection Administrative Secretary for distribution to the inspection supervisor.
10. If during the research and re-review it is determined that the Notice is valid, the plans examiner needs to notify manager(s) first then shall notify the applicant that the original plans were approved in error and are no longer valid and that revised plans must be submitted to satisfy the Notice. A correction letter may also be required to indicate the specific revisions necessary in order to satisfy the minimum code requirements.
11. Two (2) copies of the corrected plans must be re-submitted to the Building Plans Examination counter staff who will document in NaviLine as "corrected plans received" (CPR), under the same revision number assigned to the Notice. The corrected plans are then routed to the assigned plans examiner or supervisor for re-review.
12. After the corrected plans have been approved, the plans examiner must stamp and process the approved, revised plans and the Notice, the same as mentioned above except the plans examiner must state, in the "Resolution" section of each copy of the Notice, "Revised plans have been submitted and approved to satisfy this correction notice" and must sign and date each copy. The third copy of the Notice shall be sent to the Building Inspection Administrative Secretary for distribution to the inspection supervisor.

Exception: This policy does not apply to any scope of work which is not required to have plans reviewed by Building Plans Examination. Examples include residential plumbing, residential mechanical plans, residential water & sewer, etc.

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Revision History:

POLICY #	TITLE	Effective Date	Revised	Reviewed
AD-PP-OPS-012	Correction Notices and Notices of Violation	05/01/2007	05/28/2008	
BD-PP-054	Correction Notices and Notices of Violation			08/15/2008
BD-PP-054	Correction Notices and Notices of Violation			08/01/2013
BD-PP-054	Correction Notices and Notices of Violation		07/30/2014	
BD-PP-054	Correction Notices and Notices of Violation		05/26/2015	

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